

DEPARTMENT OF GENERAL SERVICES
Records Management Division

This Schedule Supersedes Nos. 816, 816A & 826

SCHEDULE
NO. 612-61PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Occupational Safety and Health (MOSH)
Division of Labor and Industry
Department of Licensing and Regulation

Item No.	Description	Retention
1.	<p data-bbox="376 517 702 549"><u>Administrative Files</u></p> <p data-bbox="303 583 976 614">a. <u>Federal Directives and Correspondence</u></p> <p data-bbox="376 646 1153 774">These files represent the formal directions received by the MOSH Program from OSHA. They include standards notices, policy and procedure memorandums and MOSH's responses.</p> <p data-bbox="303 808 1063 840">b. <u>State Plan Activity Measures Reports (SPAM)</u></p> <p data-bbox="376 872 1153 1000">These federally generated computer printouts reflect Maryland's performance against the same federal performance measures. These reports are used to evaluate Maryland's MOSH Program.</p> <p data-bbox="303 1034 882 1066">c. <u>Micro Computer Standard Reports</u></p> <p data-bbox="376 1098 1125 1193">These computer reports were developed by Federal OSHA and can be generated for the time specified.</p> <p data-bbox="303 1227 832 1259">d. <u>Micro Computer Local Reports</u></p> <p data-bbox="376 1291 1108 1387">These computer reports were developed by the unit and can be generated for the time specified.</p> <p data-bbox="303 1421 733 1453">e. <u>General Correspondence</u></p> <p data-bbox="376 1485 1141 1549">General correspondence and special studies are contained in these files.</p>	<p data-bbox="1186 646 1559 710">Retain for twenty years then destroy.</p> <p data-bbox="1186 872 1526 936">Retain for ten years, then destroy.</p> <p data-bbox="1186 1098 1576 1161">Retain for three months, then destroy.</p> <p data-bbox="1186 1291 1576 1355">Retain for three months, then destroy.</p> <p data-bbox="1186 1485 1559 1549">Retain for three years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

8/25/87 Joseph T. Seidel

8-13-87 N.B. Burkheimer

Date

Signature

Director of
Administration

Deputy Commissioner

Title

Schedule Authorized by
Hall of Records Commission

12/21/87 [Signature]

Date

State Archivist

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Item No.	Description	Retention
2.	<p><u>MOSH Inspection Files</u></p> <p>Maryland Occupational Safety and Health (MOSH) inspections may be the result of accidents, complaints, referrals, follow-ups, or general schedule inspections. All files contain the inspector's report and narrative, violations found, action taken or citations issued, correspondence, photographs, and other pertinent evidence. Accident cases will contain accident notification information, witness reports, and police reports. Complaint cases will contain complaint forms and pertinent correspondence.</p>	Retain for twenty years, then destroy.
3.	<p><u>MOSH Discrimination Case Files</u></p> <p>These records may contain complaints, witness reports, interviews, investigator reports and narratives, correspondence, and other pertinent material.</p>	Retain for twenty years, then destroy.
4.	<p><u>MOSH Consultation Files</u></p> <p>Consultation files contain employer's requests, consultation visit information and report, and pertinent correspondence.</p>	Retain for twenty years, then destroy.
5.	<p><u>MOSH Training Files</u></p> <p>A. <u>Course Files</u></p> <p>These records contain course outlines, attendance records, summary sign-in sheets and course evaluations.</p> <p>B. <u>Attendance Requests</u></p> <p>These records are the requests received from interested individuals to request attendance.</p>	Retain for five years, then destroy.
		Retain for one month after the training session, then destroy.

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Item No.	Description	Retention
6.	<p><u>Research and Statistics Files</u></p> <p>a. <u>Workmen's Compensation First Reports of Injury Involving Lost Work Time</u></p> <p>These reports include documentation of employee injuries that were filed by employers. These injuries resulted in one or more days lost from work.</p> <p>b. <u>Workmen's Compensation First Reports of Injury Not Resulting In a Loss of Work Time</u></p> <p>These reports include documentation of employee injuries that were filed by employers. These injuries did not result in a loss of work time.</p> <p>c. <u>Results of First Reports of Injury</u></p> <p>These computer printouts contain the basic facts summarizing the occurrences of work injuries and illnesses.</p> <p>d. <u>Annual Survey Reports</u></p> <p>These reports consist of summaries of all injuries and illnesses that occurred in an establishment. The employer furnishes basic information concerning the nature of the business, the number of employees, total cases, deaths, lost work day cases, and non-lost work day cases.</p> <p>e. <u>Results of Annual Survey</u></p> <p>These results summarize the industry experiences in occupational injuries and illnesses.</p> <p>f. <u>General Correspondence</u></p> <p>General correspondence and material relating to special studies, new releases, and bulletins are contained in these files.</p>	<p>Retain for five (5) years, then destroy.</p> <p>Retain for 6 months, then destroy.</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for three (3) years, then destroy.</p>